

STAFF INFORMATION SYSTEMS ANALYST (SUPERVISOR)

JOB ANALYSIS BACKGROUND INFORMATION

Date of Study: April 28, 2008

Collective Bargaining Identification: S01

Job Analysis Conducted By: Emily Gorrindo, Selection Analyst,
Office of Selection Services

Number of Incumbents: There are 14 incumbents in this classification per the State Controller's Office Filled/Vacant Position Report dated February 1, 2008.

Names of the Subject Matter Expert(s) and their background:

Valerie Wong, Data Processing Manager II, CDCR Enterprise Information Systems

Valerie Wong is currently a Data Processing Manager II at CDCR Enterprise Information Systems, where she supervises Staff Information Systems Analyst (Supervisors). She has been with the Department of Corrections and Rehabilitation for one year.

Mitch DeGregorio, Data Processing Manager III, CDCR Enterprise Information Systems

Mitch DeGregorio is currently a Data Processing Manager III at CDCR Enterprise Information Systems. He has been supervising Staff Information Systems Analyst (Supervisors) at CDCR for the past nine months. Additionally, he has supervised Staff Information Systems Analyst (Supervisors) at the Department of Veterans Affairs for one and a half years. Mr. DeGregorio has been with the Department of Corrections and Rehabilitation for nine months.

John Gilman, Staff Information Systems Analyst (Supervisor), Mule Creek State Prison

John Gilman is currently a Staff Information Systems Analyst (Supervisor) at Mule Creek State Prison, a position he has held for one year. He has been with the Department of Corrections and Rehabilitation for 13 years.

STAFF INFORMATION SYSTEMS ANALYST (SUPERVISOR) INFORMATION GATHERING

SMEs reviewed the existing job analysis for Staff Information Systems Analyst (Supervisor), dated January 31, 2005 – February 11, 2005, to provide any necessary updates/changes. Changes were made to add missing task and KSA statement components, reword statements, define abbreviations, and add examples. Additionally, willingness statements were added.

Copies of the revised Tasks and KSAs have replaced the old Tasks and KSAs; however, the original language has been maintained on disks in this binder marked Staff Information Systems Analysts (Supervisor) Job Analysis Disk #1 and #2.